

**IN THE SUPERIOR COURT OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF THE POLICY AND)	
PROCEDURE FOR MAINTAINING AND)	ADMINISTRATIVE ORDER
PRODUCTION OF COPIES OF THE RECORD)	No. 2002-020
IN THE ELECTRONIC COURTROOMS)	(Replaces Administrative
_____)	Order No. 2002-018.)

The Superior Court of the State of Arizona in Maricopa County is a court of record. A new opportunity is available to the Superior Court to create and maintain the record of the proceedings electronically. To assure that the integrity of the electronic record is maintained, the following procedures are adopted by the Superior Court after conferring with the Clerk of the Superior Court:

1. The Deputy Clerk of the Superior Court assigned to an electronic courtroom will bear the responsibility for assuring that the designated electronic devices are turned on in advance of any hearing requiring an electronic record. (At this time this is applicable to the civil electronic courtrooms and JAVS equipment only.)
2. Each morning the Deputy Clerk will prepare a "Chain of Custody Log" for the electronic record. (NOTE: The Clerk is exploring the opportunity to include this custody information on the last page of the Log-Notes prepared in JAVS. This would keep the custody information as part of the package (Log-Notes, Video, and CD) and eliminate the need for creation of an additional document. This, in conjunction with the proposal for the Clerk to transfer the videos and CDs to Court Administration on a daily basis will ensure a process that secures the integrity of the record.)
3. The Deputy Clerk of the Superior Court assigned to an electronic courtroom will maintain the Log-Notes of the proceedings in a standardized manner as set forth by the Clerk's Office (similar to standardization of minute entry formats). The Log-Notes will capture minimal information relating to the events and event sequences occurring while court is in session. This allows for the Log-Notes to aid in locating events on the electronic record without compromising the verbatim words that are already captured on the record.
4. Each day at the conclusion of all hearings the Deputy Clerk will copy the electronic record of that day to a CD which is the original record. The video is created throughout the day simultaneously with the court proceeding. This video is the original record in this media. Each video/CD will be marked with the appropriate marking pen denoting the date and the judge's name and the calendar number. The Deputy clerk is authorized to transfer the original electronic record (video /CD) to Court Administration Custodian of Records only.
5. The Deputy Clerk will note in the Log-Notes and in the minute entry anytime the videotape or CD is removed from the computer. (i.e.: in the event of an

automated system failure) The notation on the Log-Notes will be entered when the computer is again available to record such entry. This is considered an "event" while the court is in session.

6. At no time is the original electronic record to be released by the Court Administration Custodian of Records. Court Administration will make a duplicate copy of any video/CD for the purpose of transcription. The duplicate copy will be marked with a notation that it is a "copy for temporary release", and will have the date and Court Administration staff members' initials written on the label. This copy is to be returned to Court Administration. The "copy" label is to be updated with the date of return and the initials of the Court Administration staff member receiving the returned "copy". The "copy" is to be packaged and stored with the original electronic record. (The prepared transcript will be filed with the Clerk or Appellate Court as is prescribed by Rule.) The Court Administration Custodian of Records is authorized to release a copy of the record to a transcriptionist, to a requesting judge, or to a party to the case.
7. Whenever a party seeks to have a transcript prepared, the party must file with the Clerk of the Court, and provide a copy to Court Administration Custodian of Records, a pleading setting out the dates/ or times if full days are not requested for which a transcript is required.
8. The Court Administration Custodian of records will assemble the necessary videos/CDs, make the copies for release, and contact the transcriber to pick up the copies.
9. The judicial assistant and bailiff of the divisions assigned to the calendar will have access to the record to provide copies as requested by the assigned judge. This has been accomplished by the storage of the record on the JAVS PC hard drive for a period of 60 days. Judicial division staff shall have access to the PC for this purpose. At such time as the record is copied from the hard drive when requested by the judge whether in writing or orally, that copy is known to be for the use of the judge. It is not the official record.
10. The Court Administration Custodian of Records will be designated by the Court Administrator.

Dated this _____ day of March, 2002.

Colin F. Campbell
Presiding Judge

Original: Clerk of the Superior Court

Copies: Departmental Presiding Judges
Gordon M. Griller, Court Administrator
Marcus Reinkensmeyer, Chief Deputy Court Administrator

Michael Jeanes, Clerk of Court
E-Courtroom Judges